



2023 Annual Meeting Registration Instructions

If you are not a current AAHCM member, but would like to join you must do so BEFORE registering for the Annual Meeting to receive the member discount pricing. Click the link at the top of the meeting registration to join.

1. Go to the Annual Meeting page and click on the “Registration” link at the top, then click [“Register now!”](#)
2. Login with your AAHCM credentials or enter your email to create an account (new users only). Please note, you must create an account on the AAHCM website to register for the Annual Meeting. If you registered last year, please use the forgot username/password to retrieve your credentials.
3. Click “Register yourself”.
4. Select which meeting (and optional pre-con) participation you’d like to attend and fill out all required fields.
5. Click to acknowledge the cancellation policy.
6. If applicable, enter a discount code and click “Apply”.
7. Click “Submit” after verifying price.
8. You may choose “Invoice me” or “Pay now”. *If you choose the “Invoice me” option payment is required within 30 days; the “Pay now” option requires a credit card.*
9. You will be directed to a confirmation page as well as receive a confirmation email with the amount paid and/or remaining balance.

Group Discount Codes: A representative from each company of 5+ registrants will receive a group discount code to distribute to employees. Contact info@aahcm.org to request one or with any questions.

- If your company is paying for your registration, please enter your discount code at checkout; the total will be \$0. Choose the “Pay now” option to receive your confirmation.
- If you are responsible for paying your own discounted registration, please enter your discount code at checkout; the discount will be reflected in your new total. You may choose either “Invoice me” or “Pay now”.